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ABSTRACT

The handbook for the University of Oregon is divided into two parts. The first part contains general information for the faculty about the university and specific procedures and programs of interest including academic advising, counseling center, salaries, fringe benefits, and services and facilities available, as well as detailed faculty evaluation information. The second part contains the administration's official policies including administration organization; faculty organization; academic ranks and titles; appointments, promotion, and tenure; and responsibilities and rights. (JMF)

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University of Oregon Faculty Handbook and Administrative Memos

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Introduction

handbook divisions

This handbook is divided into two parts. The first part contains general information about the University of Oregon and specific procedures and programs of interest to faculty members. The second part contains the University of Oregon **Administrative Rules**, which are official policies established by the Oregon State System of Higher Education and the University.

oregon state system of higher education

The University of Oregon is one of seven institutions in the Oregon State System of Higher Education. The System is headed by a State Board of Higher Education, consisting of eleven members appointed by the Governor. The chief administrative officer of the State System is the Chancellor, through whom the institutional presidents are responsible to the Board. General policies of the State System of Higher Education are published in full in the *Administrative Rules*. Many of the Rules are given in full in the University's **Bulletin**. Copies of the Rules are available in every University department or division, and at the University Library.

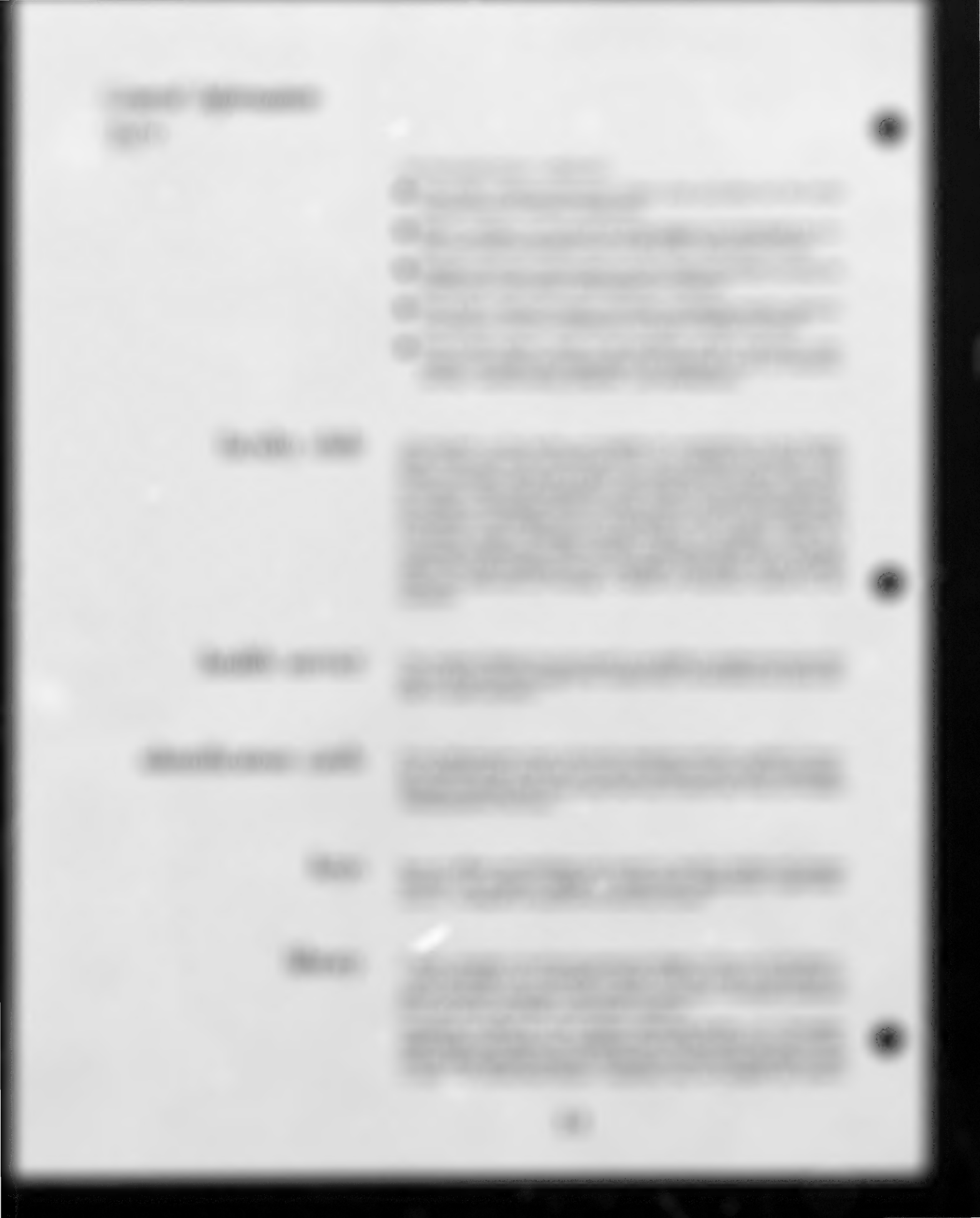
university history

The history of the University of Oregon dates from October 19, 1872, when the University was established by an act of the Oregon Legislature. The institution formally opened its doors to its first 157 students on October 12, 1876. The University will observe its centennial anniversary in 1976. Currently, there are 16,000 students enrolled, including 3,000 in graduate studies; an additional 1,400 students attend the Medical and Dental schools on the University's Portland campus. The University has over 1,000 faculty members engaged in teaching and research during the regular academic year.

Introduction

The University

University administration



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ments. An interdepartmental requisition should be submitted with the request. The service has full facilities for 16mm motion pictures, black and white or in color, sound or silent; studio photography: portraits, passports, sculpture; photographic copying: slides, negatives; photographic processing: slides, printing, mounting. It provides a quick copying service in the library whenever it is open, primarily for the purpose of copying library materials.

museum of art

The Museum of Art houses the Murray Warner Collection of Oriental Art and serves as a regional center in the field of oriental art and of Pacific Northwest art, actively acquiring works for its permanent collections and conducting a program of changing exhibitions.

The Museum also carries on a program of Statewide Services, including traveling shows. The Museum has a gift shop and a rental-sales gallery. Membership in the Friends of the Museum is open to any interested person.

museum of natural history

The Museum of Natural History, situated just west of the Science Library, contains exhibits and collections in the fields of anthropology, botany, biology, geology, paleontology, and zoology. Members of the staff conduct research in their particular specialties, assist others in the use of the collections, teach, and provide a variety of professional services to the community.

musical activities

The Eugene-University Civic Music Association presents each year a series of concerts by leading artists and organizations. Faculty and staff members may purchase season tickets. Programs are held in McArthur Court.

World-famous artists appear in an annual series of chamber music recitals and faculty and student musicians and musical organizations present a series of concerts in the Recital Hall of the School of Music; these concerts are free to the public. In cooperation with the University Theater, an opera is produced annually in the theater.

Qualified faculty members are encouraged to participate in the Collegium Musicum, a student group devoted to the study of music before 1750, and in the University Symphony Orchestra.

parking

All faculty and staff members who use University owned parking lots must purchase and display the proper parking permit. Campus parking regulations will be enforced by the University Security Office and Eugene City Police Officers.

Tickets issued on city streets are payable in Municipal Court. Tickets issued on University property are payable in the University Business Office located in Administrative Services Building.

Questions regarding University parking tickets should be directed to the Security Office Parking Department. Supplemental information concerning parking regulations will be circulated at the beginning of fall term.

Banking Service

Faculty members may elect to have their checks deposited for them at the bank of their choice if the bank has a main office located within the city of Eugene. The bank forwards the notice of deposit and the statement of earnings and deductions to the faculty member. Faculty members are requested to call at the Payroll Office to make arrangements for this service as accurate bank deposit data must be obtained.

Checks

Payroll checks are distributed to most faculty members on the first day of each month, and to a few faculty members on the tenth of each month. An academic year (9-month) staff member with rank of instructor and above will, in most cases, receive one-eighteenth of annual salary on October 1, one-ninth of annual salary for the next eight months, and will receive the final check for the academic year on July 1 in the amount of one-eighteenth of annual salary. (See: Non-Salary Benefits—12-Month Pay for 9-Month Faculty) A 9-month graduate assistant or teaching fellow will, in most cases, be paid in the manner described for 9-month faculty. A twelve-month staff member will receive one-twelfth of his annual pay each month for twelve months.

Deductions

A number of deductions are made from salary checks. Some of these are required, while others are optional. Attached to each check is a statement of earnings and deductions, which itemizes the deductions. Among the deductions are:

Medical Plans and other group insurance (optional)—Members of the faculty are eligible for membership in the medical-hospital plans described under non-salary benefits if they join within the deadline period given.

S.A.I.F (required)—State Accident Insurance Fund deduction. All members of the faculty are covered. Present cost to most faculty members is $1.10 per month; the employer pays most of the cost of the program.

Federal Tax (required)—Deduction for Federal income tax.

State Tax (required)—Deduction for state income tax.

F.I.C.A. (required)—Federal Insurance Contribution Act. This represents that portion of the retirement deduction which is the Social Security contribution.

Retirement Contributions (required)—See information on Non-salary Benefits.

Filing of Forms

Before it can process payments, the Business Office must receive completed form W-4 (statement of withholding exemptions and social security account number) and an Employee Payroll Information sheet. The secretary in each department has a supply of these forms and will assist new employees in filling out the forms.

purchasing procedure

Items available on state contract from University departments or state agencies cannot be ordered elsewhere unless prior approval is received from the Business Office. All equipment orders require Business Office approval.

State purchase requests are to be made for most other items over $50.00. It is important to place the order as soon as the need is known. All orders for more than $50.00 must be sent to the Business Office for approval.

Detailed information regarding purchasing procedure is in the Requisition Manual available from the Requisition Department.

recreation

Faculty and staff members are invited to use the facilities of the College of Health, Physical Education and Recreation whenever the facilities are not being used for instructional purposes, intramural play, or intercollegiate sports.

Facilities are available in or adjacent to Gerlinger Hall, Gerlinger Annex, Leighton Pool, and the Physical Education Building for recreational participation in badminton, basketball, dancing, handball, racket ball, squash, swimming, tennis, volleyball, weight-lifting, and wrestling. Leighton Pool is open to faculty members for recreational swimming at various times during the day. In addition, a recreational swim period is scheduled at night in Leighton Pool twice a week.

There is a service charge for the use of a locker, lock, gymnasium clothing, and laundry exchange. Faculty and staff members must provide their own appropriate footwear. Further information may be had by calling the College of Health, Physical Education and Recreation

registrar's office

Grades and Examinations

Final grades for each term are due in the Registrar's Office not later than the Monday noon following final examination. Grades are reported on Final Grade Rosters provided by the Registrar's Office. It is important that they be turned in prior to the deadline to permit complete compilation, evaluation, and reporting of records before the start of the next term. Late grades and grade changes are reported on individual Change of Grade forms. A vertfication copy is returned to the reporting department after the grade change has been recorded.

Faculty legislation provides that no final examinations are to be given in advance of the regularly scheduled times.

The Office of Student Services and the Dean of Faculties urge faculty members to help in reducing opportunities for cheating—through alternate seating arrangements, use of alternate sets of questions, and use of proctors.

Registration and Course Changes

The University calendar published in the *General Catalog* and the *Time Schedule of Classes* lists deadlines for registration and the later changing of courses each term. Students who fail to observe these limits may be refused the privilege involved. Registration for credit means that the student must receive a report of performance in the course. Auditors receive no grades nor is a permanent record maintained of audited courses.

(registrar's office—continued)

Building Space

In general, classroom buildings are restricted to instructional uses. Wherever possible the Erb Memorial Union facilities are to be used for extracurricular activities.

Regular class hours begin at 7:30 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday, and continue through evening hours (except on Saturday). *Rooms* are to be used as listed in the *Time Schedule*, and enrollments held to the capacity of the rooms assigned.

If any assigned room is not used as scheduled, the schedule clerk in the Registrar's Office should be notified promptly, so that the room may be made available to others. Requested changes of assignments are made wherever possible and appropriate.

If an instructor finds it necessary to temporarily move or rearrange chairs in a classroom, the instructor should make certain that they are replaced in proper order before the next class uses the room. General classrooms are not to be locked or otherwise interfered with during regular class hours.

It is assumed that each term examination will be given in the room where the class met (in conformity with the published examination schedule), unless another assignment has been requested and made by the Registrar's Office.

Staff members have unrestricted use of their offices and other personally assigned facilities. Any other after-hours use of space will be questioned by watchmen, unless proper notification has been given through official channels.

All room assignments outside regular classroom hours are made by the reservations clerk in the Erb Memorial Union, and are reported by the clerk to the Physical Plant, so that the watchmen may have a daily schedule of such assignments.

repairs

Campus buildings and grounds are maintained by the University's Physical Plant. A landscape maintenance crew cares for the lawn, trees, and shrubs on more than 250 acres of campus. A team of licensed tradesmen in cabinetry, carpentry, painting, electrical work, and plumbing care for the campus buildings, which encompass some three million square feet of space.

Also administered by the Physical Plant is the heating and power plant which provides steam heat to most campus buildings, and which supplies electricity to sixty percent of the University's buildings.

Responsibility for the proper functional and esthetic use of the University's facilities lies within the Physical Plant. The University Architect, the Campus Planner, and the Space Analyst are in direct control of this phase of campus development.

The Physical Plant maintains two University facilities in other parts of the state, the Marine Biology Station at Charleston on the Oregon coast, and Pine Mountain Observatory near Bend in Central Oregon.

In all, the Physical Plant employs, on the average, 220 full-time employees and seventy-five seasonal and part-time employees, of whom fifty are students.

research

Intra-mural Research Program

The Graduate School, through the Office of Scientific and Scholarly Research, has limited funds for grants in aid for faculty research. These include: Academic Year Awards, Group Awards, Summer Awards, Reprint Awards, and "Horseshoe" Awards. Application for support under the first three programs are announced in the fall of each year. To apply for a reprint grant, a brief statement should be sent to the Office of Scientific and Scholarly Research giving the title of the article, the journal, and the date of publication. To apply for a "Horseshoe" grant, (less than $100), faculty should complete a one-page application available at the OSSR in the Graduate School.

Extra-mural Research Program

All applications to outside funding sources to support work conducted within the University must be reviewed by the Graduate School for institutional approval. This review is administered by the Assistant to the Dean for Research within the Office of Scientific and Scholarly Research to provide assurance to compliance with University policies. Projects involving activities with human subjects "at risk" must be reviewed by the Committee for the Protection of Human Subjects.

summer session

The University's Summer Session is designed to meet the educational needs of a broad range of students. The program is arranged to include a wide variety of courses offered within convenient time periods. The program includes:

(1) **Three-term sequences in the eleven-week session.** In some departments, a three-term sequence can be taken by students wanting to complete a full year's work in one subject during the eleven-week session.

(2) **Eight-week courses.** These courses are designed for both undergraduate and graduate students. Students may normally earn 12 or 13 term hours of credit in eight-week courses.

(3) **Other courses.** The summer program also includes workshops, institutes, conferences, and seminars of varying length and starting at various times throughout the summer.

Students may take courses in any combination of the above time periods.

Salaries for Summer Session faculty are: Twelve month faculty—no additional compensation; nine month faculty (full-time employment), eight-week session, 22 percent of the preceding year's salary rate.

telephone exchange

The University has leased lines connecting the campus with Oregon State University and with Salem and Portland. No calls are charged to individual departments for use of these lines. For information on placing calls on leased lines, the WATS line, or other long distance calls, consult the inside cover of the *Faculty Directory*.

university relations

The Office of University Relations is responsible for coordinating the University's communications and interaction with the public, both on and off campus. As part of its public affairs responsibilities, the Office maintains an Information Office and prepares general information materials for public distribution; handles all arrangements for university entertainment functions; assists in arranging public visits and tours, meetings and conferences on campus; organizes Pow Wow Weekend and other on-campus events; provides University speakers on request; and maintains liaison with the University of Oregon Mothers' and Dads' Clubs. The Office of University Relations is also responsible for supervision of three production units:

News Bureau

This unit writes and distributes news stories to newspapers, periodicals, and radio and television stations concerning University programs and personnel. It also develops information in response to inquiries from the media, and assists media representatives to prepare articles and interviews about University affairs.

Oregon Week

The weekly faculty and staff newspaper at the University is published by the Office of University Relations and produced by the News Bureau staff.

The paper generally contains news notes of faculty and staff activities, plus stories and in-depth articles of items affecting the general university community. News stories, commentaries, and letters from faculty and staff are welcomed by the editor.

Old Oregon

This unit produces two publications which alternate, one appearing every six weeks: the quarterly alumni magazine, *Old Oregon*, and a quarterly eight-page tabloid, *Oregon Today*. Both publications are distributed to 67,000 alumni. Production of these publications is coordinated with the Director of Alumni Relations, who reports to the Director of Development.

Publications

The Publications Office produces the *University of Oregon General Catalog* and other catalogs, the *Faculty-Staff Directory*, and various other University-wide publications. It also provides consultation and assistance in the design, writing, editing, and final preparation of departmental publications which are to be printed by the University Printing Department. All University printing orders, except for simple duplicating, must be approved by the Publications Office before being submitted to the Printing Department.

university theater

The University Theater in Villard Hall features productions throughout the year on three different stages—the versatile 401-seat Main Stage and the more intimate Parlor and Arena Theaters. Shows range from the classic to the contemporary, from the traditional to the more experimental, from the more accessible to grandest opera. Directed and staged by solid combinations of experienced professionals and energetic students, University Theater productions provide some of the best theater available in the Eugene area.

In the summer, University Theater facilities play host to the repertory season of the outdoor Carousel Theater. Taking advantage of Eugene's pleasant nights and the availability of special guest artists, Carousel Theater performances provide both participants and audiences with a full and varied range of theatrical experience.

Non-Salary Benefits

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hospital medical insurance plan

long-term disability insurance

reducing-term life insurance

accidental death insurance

public employees retirement system

good
evening
class

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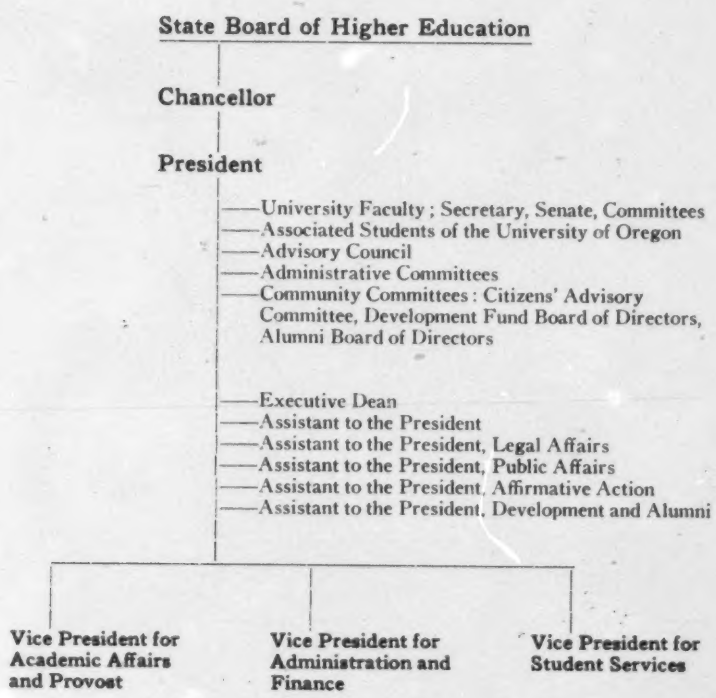
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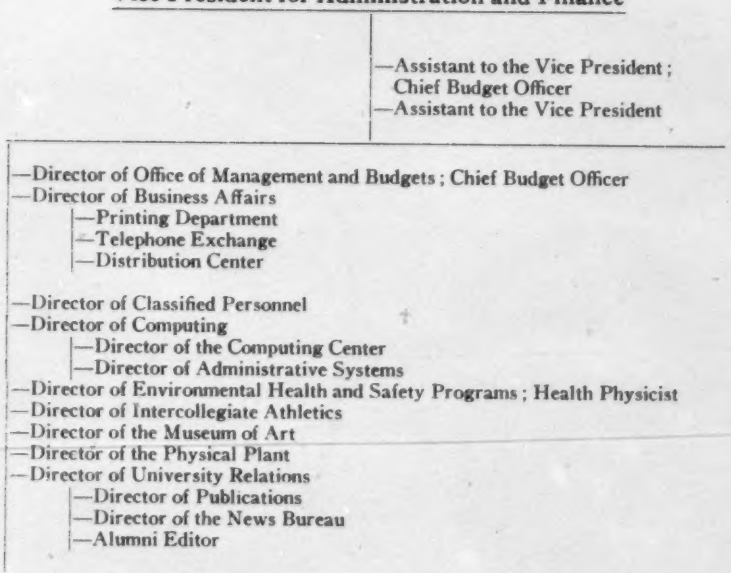
Chancellor
President
—University Faculty; Secretary, Senate, Committees
—Associated Students of the University of Oregon
—Advisory Council
—Administrative Committees
—Community Committees: Citizens' Advisory Committee, Development Fund Board of Directors, Alumni Board of Directors
—Executive Dean
—Assistant to the President
—Assistant to the President, Legal Affairs
—Assistant to the President, Public Affairs
—Assistant to the President, Affirmative Action
—Assistant to the President, Development and Alumni
Vice President for Academic Affairs and Provost
Vice President for Administration and Finance
Vice President for Student Services


Vice President for Administration and Finance
—Assistant to the Vice President; Chief Budget Officer
—Assistant to the Vice President
—Director of Office of Management and Budgets; Chief Budget Officer
—Director of Business Affairs
—Printing Department
—Telephone Exchange
—Distribution Center
—Director of Classified Personnel
—Director of Computing
—Director of the Computing Center
—Director of Administrative Systems
—Director of Environmental Health and Safety Programs; Health Physicist
—Director of Intercollegiate Athletics
—Director of the Museum of Art
—Director of the Physical Plant
—Director of University Relations
—Director of Publications
—Director of the News Bureau
—Alumni Editor

Vice President for Student Services

- Dean of Student Administrative Services
  - Registrar
  - Director of Admissions
  - Director of Student Financial Aid
  - Director of Data Reduction Services
- Dean of Student Personnel Services
  - Associate Dean of Student Services
  - Director of Career Planning and Placement
  - Director of the Counseling Center
  - Director of International Student Services
  - Coordinator of Student Conduct Program
- Director of Erb Memorial Union
- Director of the Student Health Services
- Director of University Housing
- Director of Campus Security

Vice President for Academic Affairs and Provost

- Council of Deans

Vice Provost for Academic Administration

- Dean of the School of Architecture and Allied Arts
- Dean of the College of Business Administration
- Dean of the College of Health, Physical Education and Recreation
- Dean of the School of Journalism
- Dean of the School of Law
- Dean of the School of Librarianship
- Dean of the School of Music
- Head of the Department of Military Science and Aerospace Studies
- Assistant to the Provost for Faculty Personnel

Vice Provost for Academic Planning and Resources

- Dean of the College of Education
- Dean of the Wallace School of Community Service and Public Affairs
- University Librarian
- Director of the Division of Broadcast Services
- Director of Continuing Education
- Director of Summer Session
- Assistant to the Provost for Academic Planning

Dean of the College of Liberal Arts

- Associate Dean for Undergraduate Studies
- Associate Dean for Academic Personnel
- Director of the Honors College
- Director of Academic Advising
- Director of Science Services
- Director of Ethnic Studies
- Director of the Museum of Natural History
- Academic Department Heads and Chairmen
- Chairmen of Pre-Professional Programs
- Chairmen of Special Studies Groups

Dean of the Graduate School

- Associate Dean of Graduate Studies
- Associate Dean of Research and Director of the Office of Scientific and Scholarly Research
- Assistant Dean
- Assistant Dean for Program Development
- Directors of Research Institutes and Bureaus

Section 10.000 President of the University

10.010 Executive and Governing Officer

(ORS 352.020) The President of the University is also President of the faculty. Not whenever required by the Board of Higher Education he shall perform the duties of a professorship. He is also the executive and governing officer of the school, except as otherwise provided by statute; and, subject to the supervision of said Board, he has authority to control and give general directions to the practical affairs of the school.

10.020 Appointment of the President

(AR 12.010) The President shall be appointed by the Board to serve at its pleasure. He shall hold the rank of professor.

10.030 Chief Executive Responsible to the Chancellor

(AR 12.020) The President is the chief executive officer of his institution and is a member of the Chancellor's executive staff. He is responsible to the Chancellor for all matters concerning his institution and is adviser to the Chancellor in matters of interinstitutional policy and administration.

10.040 Formation of Policy

(AR 12.030) The President shall develop and recommend to the Chancellor, in consultation with the appropriate committees or members of his institution, such policies, plans, budgets and standards affecting his institutions as he deems necessary and/or advisable.

10.050 Recommendations to the Chancellor

(AR 12.040) Recommendations shall be transmitted to the Chancellor from an institution only on the approval of the President or his authorized representative.

(AR 11.310) The channel of official communications from staff members of the institutions and divisions of the Department of Higher Education to the Board shall be through the respective institutional executives and the Chancellor.

10.060 Attendance at Board Meetings

(AR 12.060) The President or his authorized representative is encouraged to attend all meetings of the Board (except executive sessions) and its committees, and is expected to attend those meetings at which matters affecting his institution are to be considered.

10.070 General Responsibilities

(AR 12.110) The President is delegated full authority and responsibility to administer the affairs of his institution in accordance with Board policies, plans, budgets and standards.

10.080 Control of Expenditures

(AR 12.130) The President is responsible for the management and expenditures of all funds received or controlled by his institution. He shall keep the expenditures of his institution within the limits provided by the budget authorizations of the Board.

10.090 Committees

Committees established by the President are Administrative Committees and report to the President. Committees established by the faculty are Faculty Committees and report to the faculty. Faculty members are appointed to committees by the President on the recommendation of a Committee on Committees. Students are appointed to committees by the President on the recommendation of student government. Committees are either Standing Committees, which review specific matters on a continuing basis, or Special Committees, which perform specific assignments of temporary duration. Information concerning committees and their functions is available from the President's Office.

10.100 Advisory Council

The Advisory Council is elected by the Faculty. The Council provides the President with faculty opinion and counsel on the affairs and problems of the University. The Council may also provide advice to the faculty on matters of major faculty concern. In its relations with the President and with the faculty, the Council may act either on request or on its own initiative.

10.110 Faculty Personnel Committee

At the Faculty meeting of May 10, 1972 the faculty approved the following motion:

"That a Faculty Personnel Committee of seven members be established and elected by the general faculty on the same basis as the Faculty Advisory Council and that it assume the existing responsibilities of the Faculty Advisory Council in regard to personnel review, evaluation, and recommendations to the President. The first election process for the Faculty Personnel Committee shall be conducted in the Fall of 1972 as soon as practicable after the academic year begins, and annually thereafter. The faculty legislation of January, 1972, creating a Professional School Personnel Committee and a Liberal Arts Personnel Committee is repealed effective June 15, 1972, and no further elections shall be conducted under this legislation."

Section 11.000 Academic Ranks and Titles

11.010 Unclassified Service

(ORS 240.207)

(1) The unclassified service shall include:

(a) The Chancellor of the State System of Higher Education, the Vice Chancellors and the secretaries and one private secretary to the Chancellor; and

(b) All staff members of the State System of Higher Education in the following positions, whether the type of service is teaching, research, extension or counseling:

(A) President and one private secretary to each President.

(B) Vice President.

(C) Comptroller, Chief Budget Officer, Business Manager, Director of Admissions and Registrar.

(D) Dean, associate dean, and assistant dean.

(E) Professor, associate professor, assistant professor, instructor, lecturer, research assistant, research associate, scholar and fellow.

(F) Director of Athletics, Coach and Trainer.

(2) No position may be filled and no appointment made under this section, other than to a position directly involved in teaching, research, extension, or counseling, unless a determination has been made by the Personnel Division as to whether the position shall be in the classified or unclassified service.

11.010 (continued)

(3) Pending legislative action, the division may exclude from the classified service any additional positions within the State System of Higher Education that it believes to be in the best interests of the state to be within the classified service. Such exclusions are effective only when promulgated as a rule of the division.

Personnel Days Rule 11.09 In addition to those unclassified positions within the State System of Higher Education designated by OAR 580-021 the unclassified service shall include: Management Audits Director; Librarian; Director of Alumni; Director of University Development; General managers, directors, producers and announcers of the state radio and television service.

11.020 Academic Ranks: Graduate Ranks and Faculty Ranks

(1) (OAR 45-080) Academic ranks shall consist of graduate rank and faculty rank. Graduate ranks are graduate teaching assistant, graduate research assistant and graduate fellow. Faculty ranks are instructor, senior instructor, research associate, research associate, lecturer, senior lecturer, assistant professor, associate professor, and professor.

11.030 Graduate Ranks

Graduate Teaching Assistant and Graduate Research Assistant

(1) The University three graduate ranks are entitled Graduate Teaching Fellows (GTF). Selected graduate students receive part-time appointments as Graduate Teaching Fellows in instruction, in research, or in other staff activities related to the graduate students' programs of study and research. Normally GTFs have not completed requirements for a terminal degree from the University.

Graduate Fellow

(1) (OAR 45-080) This rank may be used in a variety of cases where individuals are associated with the institution for limited periods of time for their further training or experience; they may or may not be required to provide services to the institution. The rank may be used for both pre- and post-doctoral fellowships.

The title of Postdoctoral Fellow is normally granted to individuals who receive their fellowship support directly from the fellowship granting agency or if support is received through the University, the award is specifically designated as a fellowship by the granting agency. Postdoctoral Fellows are accorded the same faculty privileges as Research Associates, but do not hold faculty rank.

11.040 Non-Professorial Faculty Ranks and Titles

Senior Instructor

(1) (OAR 45-080) This rank may be used for the appointment or promotion of staff members who have special skills or experience related to the instructional program of the institution, but who would not normally be appointed or promoted to professorial ranks. Promotion to the rank of senior instructor will not be made effective before the end of the third year of service. Appointment or promotion to the rank of senior instructor may be made with or without definitive tenure. Appointment to this rank does not preclude subsequent advancement to rank under appropriate conditions.

Research Assistant

(1) (OAR 45-080) This rank may be used for staff appointees engaged in the conduct of research under supervision. Such appointees will normally hold the master's degree or such other degree appropriate to the field in which the research is being conducted.

In the University, appointments to Research Assistant positions may be made only after certification by the University Personnel Office that the position is directly involved in research.

Research Associate

(1) (OAR 45-080) This rank may be used for staff appointees engaged in the conduct and direction of independent research activities. Such appointees will normally hold the doctoral degree or the highest degree appropriate to the field in which the research is being conducted.

or have essentially equivalent professional qualifications. Research Associates are accorded faculty privileges at the Library, Faculty Club and similar facilities, but do not have voting faculty status.

Lecturer

(1) (OAR 45-080) This rank may be used for appointments of faculty members for part-time service who have limited formal academic preparation but whose professional achievements are such that their expected salary would equal that paid to persons with professorial rank.

Librarian

This title is used for members of the academic staff who hold regular academic rank by virtue of a faculty appointment in a department or school, and who have a joint appointment in one of the University's Research Institutes or Centers. Such an individual's title would read, for example, "Professor of X and Librarian of Y."

11.050 Adjunct and Visiting Titles

(1) (OAR 45-080) The adjectives "adjunct" or "visiting" may be joined to academic ranks in those cases in which the institution wishes to draw upon the skills of certain persons in the community or in other educational, industrial, or governmental institutions for help in carrying out(1) teaching, research, or service commitments (e.g. dentists, doctors, lawyers, psychiatrists, physicists, or administrators at other academic or governmental institutions within school workers or administrators).

The commingling of titles should be avoided. The following principles should be applied:

Courtesy appointments

These are designed to extend some of the privileges of regular faculty members, such as use of the Library or laboratory facilities and access to the Faculty Club, etc., to academic visitors from other campuses who might be at the University for a brief or even extended period and to persons in the larger community who provide occasional services such as lectures, informal consultations or supervision of students, or membership on dissertation committees. No pay from restricted or non-restricted funds is involved.

Adjunct appointments

The University expects that in the case of teaching more than an occasional lecture or even the reading of dissertations is involved. These appointments are generally meant for doctors, lawyers, architects, and other professional practitioners.

Visiting appointments

The practice at the University is to attach this title only to academic appointments involving the teaching of courses or other regular University duties, but not on a continuing or recurring budgetary basis.

11.060 Assignment of Academic Rank

(1) (OAR 45-080) Academic rank is assigned to staff members

(3.000 continued)

In the academic classification whether the type of service for teaching, research, extension, administrative or other duties. Department Heads, Deans, Directors, Vice presidents, presidents, chancellors and like executives have the academic rank of professor unless otherwise designated.

In the University academic employees who hold rank in an academic discipline are designated as officers of instruction. Academic employees in administrative, technical or supportive positions are designated as officers of administration who are appointed with the rank of an academic level. Some University employees are, at times, both and as both officers of instruction and officers of administration.

Section 13.000 Organization of the Faculty

13.010 Legal Definition of the Faculty

(1981) 13.010. The President and the professors constitute the faculty of the University of Oregon and, as such, have the immediate government and discipline of it and the students thereto, but as all matters concerning said the government and discipline of the preparatory department, the teachers thereto shall be heard and considered. The faculty may, subject to the supervision of the State Board of Higher Education prescribe the course of study to be pursued in the University and the textbooks to be used.

13.020 President's Authority Over Faculties and Committees

(1981) 13.020. The President shall have the right to preside over the deliberations of the legislative body of the faculties of the institution and have the right to veto over their decisions subject to review by the Chancellor. He shall have the right to define the scope of authority of faculties, councils, committees and officers of the institution, subject to review by the Chancellor and other and otherwise specifically defined by Board action.

13.030 Secretary of the Faculty

The Secretary of the Faculty is appointed by the President. The Secretary is responsible to the presentation of the agenda and minutes of meetings of the faculty, for the maintenance and preservation of faculty meeting records, for the supervision of faculty elections, and for correspondence relating to faculty business.

13.040 Meetings

Regular meetings of the general University faculty are held on the first Wednesday of each month during the academic year. The President may change the time or any regular meeting or call more than one such time or earlier than the regularly adopted date preceding day. Special meetings of the faculty may be called by the President.

13.050 Rules of Order

Except where superseded by specific legislation, Robert's Rules of Order govern proceedings at faculty meetings. Specific legislative meetings rules of order is available from the Secretary.

13.060 Voting Rights and Attendance at Faculty Meetings

All academic staff members employed with the rank of professor, associate or higher, and all academic staff members with the rank of instructor employed half-time or the meeting of regular and acting instructors exclusively in the departments, schools, and colleges of the University shall after three years be eligible and entitled to vote at faculty meetings. Persons who are voting members of the faculty in accordance with faculty legislation of [illegible] members of any department or school faculty or [illegible] faculty representative. Faculty meetings are open to the public as the voting may upon persons [illegible] with parliamentary privileges [illegible] [illegible] Chairman and the President of the University [illegible] representatives and the President of the University [illegible] of faculty meetings may vote one vote [illegible] [illegible] [illegible] and vote in faculty [illegible] the [illegible] faculty [illegible] others. Executive members of the faculty may attend faculty meetings and shall vote if otherwise qualified to vote [illegible] legislation.

13.070 Minor Faculties

The faculty of the College of Liberal Arts and [illegible] [illegible] [illegible]

[illegible]

[illegible]

[illegible]

[redacted]

[redacted]

[redacted]

15.100 (continued)

which he may reasonably be expected to know. The following are considered to be among transactions involving a direct and substantial interest: the appointments, termination of appointments, promotion, demotion, approval of salary increase or decrease, of academic staff members employed by the Department of Higher Education.

15.110 Additional Pay

(AR 40.160) The institutions are authorized to provide payment in addition to regular salaries when, at the request of his home institution or another institution in the Department of Higher Education, a staff member provides substantial service over and above the regular services expected of a staff member.

The above section applies only to full-time employees. Advance approval of the request for supplementary compensation must be obtained from the appropriate vice president. For faculty employees, approvals are obtained through the President's budget office; for classified employees approvals are obtained through the personnel office.

15.120 Resignations

(AR 41.305) Notice of resignation shall be filed in the executive office of the institution as early as possible, but in no event later than one month before the resignation is to take effect. When a resignation occurs, the executive office shall notify the business office as soon as possible in order that proper accounting may be made as to inventory of property in the custody of the employee, delivery of keys, and other arrangements for termination of employment.

15.130 Timely Notice

(AR 41.310) If any appointment of a full-time regular academic staff member who is on an annual tenure appointment as defined in AR 41.105 (see 14.060) is to be terminated otherwise than for cause or financial exigency, he shall be given timely notice of termination in writing as follows: during the first annual appointment, at least three months' notice prior to the expiration of the appointment; during the second year of service, at least six months before the expiration of the appointment; thereafter, at least twelve months' notice before the expiration of the appointment.

Timely notice shall be given to part-time academic staff members on annual appointments (see AR 41.105) on the same basis as to full-time faculty members cited above, except that the length of the timely notice for part-time faculty members shall be calculated in terms of FTE years of service rather than calendar years.

15.140 Exceptions to Provisions on Promotion, Tenure, and Timely Notice

(AR 41.150) The provisions of Sections AR 41.110 (14.070), 41.120 (14.080), 41.130 (14.100), 14.140 (14.110), and of the paragraph regarding timely notice (AR 41.310) (15.130) shall apply to all tenure-related appointments as defined in AR 41.105 (14.060) unless in individual cases there is a definite written mutual understanding to the contrary, in which case the exception will be stated in the Notice of Appointment.

15.150 Termination of Academic Employees Not for Cause

(AR 41.320) Termination not for cause is defined as any termination other than for cause as set forth in AR 41.325. (15.160)

1. Staff Members with Indefinite Tenure

The appointment of an academic staff member with indefinite tenure will not be terminated for reasons other than for cause, except for (a) financial exigency, or (b) program reductions or eliminations.

Before the appointment of any academic staff member on indefinite tenure can be terminated for financial exigency, a bona fide determination will be made by the institutional executive that such financial exigency in fact does exist, and that sufficient funds are in fact not available for the payment of compensation for the position concerned. Program reductions or eliminations may be made by the institutional executive upon his determination, pursuant to institutional procedures providing for faculty and other appropriate input, that such reductions or eliminations are consistent with the goals and the needs of the institution.

Responsibility for the decision as to the existence of a state of financial exigency, and the subsequent decision as to the actions necessary to meet the financial exigency, or the decision as to the necessity for program reductions or eliminations that result in termination of employment of tenured faculty shall rest with the institutional executive. But in considering such matters, the institutional executive shall confer in a timely way with appropriate faculty and other institutional councils and with the chancellor and the board concerning the issues involved in arriving at decisions in the foregoing areas.

Institutional procedures relating to discontinuance of a program or department or reductions therein shall reflect a regard for the rights of the affected academic staff member, and such procedures may not be used as a substitute for the provisions of AR 41.330-41.390 (15.160), which set forth the procedural protections to be accorded staff members.

If a tenured faculty member's appointment is terminated or if the appointment of a nontenured faculty member is terminated before the end of the period of appointment because of financial exigency, or because of the discontinuance of a program or department, the released faculty member's place will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

If the staff member cannot be retained either in the position in which presently employed or in some alternate position, maximum possible notice of termination shall be provided the academic staff member being terminated for financial exigency, and in the case of faculty terminated because of program reductions or eliminations not demonstrably related to a state of financial exigency, twelve months' notice shall be given.

2. Staff Members Without Indefinite Tenure

Appropriate notice of termination shall be provided staff members holding annual tenure appointments (AR 41.105) (14.060) as set forth in paragraph 41.310 of the *Administrative Rules* (15.130). If the employment of such staff member is being terminated for financial exigency so as to render impossible the provision of notice as set forth in AR 41.310, maximum notice possible will be provided.

15.160 Termination of Academic Employees and Other Sanctions for Cause

(AR 41.325) The appointment of an academic staff member, whether or not having tenure, may be terminated, or other sanctions may be imposed, for cause. Sanctions for cause include oral or written warning or

15.160 (continued)

reprimand, written censure, removal from an assigned post and reassignment, suspension for a period not to exceed one year, and termination. Sanctions more severe than oral or written warning or reprimand shall be imposed in accordance with the procedure in paragraphs 41.330 through 41.390 of these Administrative Rules. Sanctions of oral or written warning or reprimand may be imposed in accordance with institutional procedures.

(AR 41.330)

Definition of Cause

"Cause" shall mean: (1) conviction of a felony or of a crime involving moral turpitude during period of employment by the Department of Higher Education (or prior thereto if the conviction was willfully concealed in applying to the Department for employment); (2) conduct proscribed by section 42.410 (16.010) of these Rules; or (3) failure to perform the responsibilities of an academic staff member, arising out of his particular assignment, toward his students, toward his academic discipline, toward his colleagues, or toward the institution in its primary educational and scholarly functions and secondary administrative functions of maintaining property, disbursing funds, keeping records, providing living accommodations and other services, sponsoring activities, and protecting the health and safety of persons in the institutional community. Evidence to demonstrate cause under the standard set forth in item (3) of this definition of "cause" may include, but is not limited to, evidence of incompetence, gross inefficiency, default of academic integrity in teaching, research, or scholarship, intentional or habitual neglect of duty, and failure to perform adequately for medical reasons.

(AR 41.335)

Initiation of Formal Proceedings

If the institutional executive, after exploring to his satisfaction the possibilities of a mutual settlement, determines that there is probable cause to impose a sanction or sanctions more severe than oral or written warning or reprimand upon an academic staff member, he shall authorize the preparation of formal charges in accordance with institutional procedure. The charges shall specifically state the facts believed to constitute the grounds for the imposition of a sanction or sanctions. Following the authorization of preparation of the charges, no institutional officer responsible for evaluating the charges shall participate in their preparation. Within 10 days after the authorization of preparation of the charges, they shall be filed with the institutional executive, and a copy personally delivered, or sent by certified mail, to the academic staff member.

(AR 41.340)

Temporary Suspension of Academic Staff Member

If at any time during the pendency of the charges against the academic staff member the institutional executive makes a finding that there is a clear and present danger that the academic staff member's continued performance of his duties will be harmful to the institution, to the academic staff member, or to the public at large, the institutional executive may suspend the academic staff member, without financial penalty, from some or all of his duties.

(AR 41.345)

Academic Staff Member's Request for a Formal Hearing

Within 10 days after the personal delivery or mailing of a copy of the charges to the academic staff member, the academic staff member who is so charged shall state in writing to the institutional executive whether he desires a formal hearing on the charges. This 10-day period may be reasonably extended by the institutional executive. If the academic staff member requests in writing that he not have a formal hearing, the institutional executive may impose an appropriate sanction or sanctions upon the academic staff member to be effective as determined by the institutional executive, who shall promptly give written notice thereof to the academic staff member; provided, however, that the appointment of an academic staff member shall not be terminated except as provided in AR 41.370.

(AR 41.350)

Hearing Committee

Unless the academic staff member requests in writing that he not have a formal hearing on the charges, such hearing shall be before a special *ad hoc* committee of from three to five members. Committee members shall be selected in the following manner: the advisory council, faculty senate, or other proper elective faculty body shall appoint one or more permanent panels each consisting of ten faculty members; from one, or if necessary, two, of the permanent panels, the same elective body will name from three to five to serve as the hearing committee. The academic staff member and the administration are each allowed one peremptory challenge; a committee member so challenged will then be replaced from the same panel or panels of ten each by the elective body initially charged with impaneling. The committee shall be constituted promptly and shall complete the hearing and its report within 30 days of its constitution, if possible. The hearing committee shall elect a chairman from among its members.

(AR 41.355)

Conduct of Hearing

The committee shall set a date for the hearing, giving sufficient time to the academic staff member to prepare his case. The academic staff member and the administration shall have the option of assistance by counsel, both in preparing for and at the hearing. Not less than one week before the hearing date, the academic staff member shall file with the committee any such written statement of his case as he elects to file. The committee shall review the charges and the academic staff member's statement, if any, prior to the hearing. During the period between the filing of the charges and the institutional executive's action on the committee's report, the academic staff member shall enjoy the same academic freedom as other members of the faculty, unless suspended as provided in 41.340 of these Administrative Rules.

If the academic staff member has neither requested in writing that he have a formal hearing nor requested in writing that he not have a formal hearing, the committee shall consider the case on the basis of the obtainable information and decide what, if any, sanction or sanctions it will recommend be imposed upon the academic staff member. The academic staff member shall have the option of a public or private hearing except that the committee, for cause, may require that the hearing be limited to a few observers, including representatives of the press. The conduct of the hearing shall be under the control of the committee chairman, subject to the procedure of the committee.

A verbatim record of the hearing shall be kept. At the hearing, the testimony of witnesses, upon oath or affirmation, and other evidence concerning any disputed facts

15.160 (continued)

shall be received by the committee. The administration shall have the burden of proving its formal charges against the academic staff member and the committee findings shall be according to the preponderance of the evidence.

The committee shall not be strictly bound to follow court procedures or rules of evidence, except as otherwise required by law. The academic staff member shall have the right to appear, and to participate in the hearing and to present relevant evidence to the committee and he may be represented by counsel with or without the presence of the academic staff member. The academic staff member and the administration shall have the right to confront and cross-examine all witnesses. The administration will, insofar as possible, secure the cooperation, for attendance at the hearing, of witnesses requested by the academic staff member. The academic staff member and the administration shall be given a reasonable opportunity to submit rebuttal testimony or other evidence. At the conclusion of the testimony, the committee may permit each side to make an oral or written summation; if this privilege is extended to one side, it must be extended to both. When the committee is satisfied that all pertinent and available evidence has been received, and that such summations as it deems appropriate have been presented, the hearing will be adjourned. The committee will then go into executive session for the purpose of deliberation.

(AR 41.360)

Committee's Report

The committee, by agreement of at least a majority of the members thereof, shall make explicit findings based upon the hearing record with respect to each specification in the formal charges lodged against the academic staff member, and shall within 10 days following determination by the committee of its findings recommend, by agreement of at least a majority of the members thereof, what, if any, sanction or sanctions be imposed upon the academic staff member. The institutional executive and the academic staff member shall be given copies of the findings and recommendation. The verbatim record of the hearing shall be made available to the institutional executive and to the academic staff member for copying, or copies thereof shall be made for them at cost upon their request.

(AR 41.365)

Action by the Institutional Executive

The institutional executive may, if he deems it necessary, refer the matter back to the committee for further findings of fact. The institutional executive shall, promptly after receipt of the committee's report and after having had a reasonable opportunity to consult with the chancellor and others, give the academic staff member and the chancellor written notice of his decision and of his reasons therefor if his decision is to impose a sanction or sanctions upon an academic staff member, when it is to be effective; provided, however, that the appointment of an academic staff member shall not be terminated except as provided in AR 41.370.

(AR 41.370)

Date of Termination

If the appointment of an academic staff member is to be terminated according to the procedure in AR 41.345, the appointment shall not be terminated sooner than one month nor later than one year from the end of the 10-day period (or as it may have been extended), provided, however, that an academic staff member having indefinite tenure whose appointment is terminated for cause other than misconduct shall receive his salary for one year from the end of the 10-day period, or as it may have been extended.

If the appointment of an academic staff member is to be terminated according to the procedure in AR 41.365, the appointment shall not be terminated sooner than one month nor later than one year from the date of the written notice, and provided that an academic staff member having indefinite tenure whose appointment is terminated for cause other than misconduct shall receive his salary for one year from the date of the written notice.

(AR 41.375)

Review by the Board

The board shall review any case of the imposition of a sanction or sanctions upon an academic staff member having indefinite tenure upon written notice of appeal by the academic staff member. This appeal shall be filed with the board's secretary within 10 days (or within such extension of time as permitted for cause by the chancellor) of the date of the written notice of the institutional executive's decision, stating grounds for the appeal, with a copy to the institutional executive. The board may on its own initiative review any case involving the question of the imposition of a sanction or sanctions upon an academic staff member. Upon receiving a notice of any written notice of appeal by an academic staff member having indefinite tenure or of the board's decision to review a case, the institutional executive shall forward to the board's secretary the following: a copy of the charges in the case and of the academic staff member's written statement, if any, in answer thereto; the verbatim record of the hearing, and any exhibits; the committee's findings and recommendations; and a copy of the notice of the institutional executive's decision.

The board may: review the case on the record only; return the case to the institution from which it came for the receipt of further evidence or testimony; conduct such hearings as it deems proper for its review; refer the matter to a committee of board members for consideration, including possible hearings, and recommendations; or refer the matter to a hearing officer for hearings and recommendation. The board shall make such determination of the case, pursuant to this code, as it deems just.

If the board sustains the decision to impose a sanction or sanctions upon the academic staff member, the sanction or sanctions shall be effective at the date originally named by the institutional executive, or such later date as determined by the board.

(AR 41.380)

Board's Initiative in Bringing Investigation or Charges

On any occasion when it appears to the board that there is probable cause to impose a sanction or sanctions upon an academic staff member, the board may direct the institutional executive to determine whether he finds there is probable cause to impose a sanction or sanctions upon the academic staff member. If the finding of the institutional executive is that there is probable cause to impose a sanction or sanctions upon the academic staff member, the institutional executive shall have formal charges prepared and proceed with the handling of the case as above provided in paragraph 41.335. If the finding of the institutional executive is that there is not probable cause to impose a sanction or sanctions upon the academic staff member the institutional executive shall transmit such report to the board, including a full statement of his rea-

15.160 (continued)

sons for such a finding. If the board, after receipt of the report, deems that the facts of the case warrant the filing of formal charges, the board shall provide the institutional executive with a statement explaining its exceptions to findings and it may direct the institutional executive to have formal charges prepared or, upon the request of the institutional executive, the board may direct some person within the Department of Higher Education to prepare the formal charges. The subsequent procedure shall be the same as if charges were initially authorized to be prepared by the institutional executive.

(AR 41.385)

No Reprisals

No employee of the Department of Higher Education shall be subject to reprimand or other adverse action by the Department for appearing as a witness or for participating as a member of a committee in any of the proceedings provided for in this section 41.300.

(AR 41.390)

Personnel Record

No notation shall be made in the personnel record of an academic staff member of any investigation which has not resulted in formal charges being brought against him under paragraphs 41.325 through 41.380 or which has not resulted in the imposition of a sanction of oral or written warning or reprimand in accordance with institutional procedures, as provided in paragraph 41.325 of these Administrative Rules.

(AR 41.395)

Discretionary Review of Academic Non-disciplinary Personnel Decisions

An academic staff member aggrieved by a non-disciplinary personnel decision by an institutional executive may appeal such decision as follows:

1. Any request for review by the board or the board's office shall be made only after the academic staff member has exhausted all internal institutional procedures appropriate for reviewing the decision in question.

2. All requests for review shall be in writing, shall be addressed to the chancellor, and shall state succinctly the basis of the grievance and the reasons of academic policy which justify further review of the decision of the institutional executive.

15.170 Program Staffs for Governmental Contracts

(AR 41.070) Executive heads of the institutions operating federal or foreign governmental contract programs, for which program staffs, in general, are assembled with qualifications and/or tenure requirements substantially different from those necessary to regular instructional and research staff of the institutions, shall be authorized to determine whether unclassified personnel employed in these programs shall be subject to Administrative Rules provisions regarding vacations (AR 41.050), tenure and promotion (AR 41.100), sabbatical leave (AR 41.200), and timely notice and termination of employment (AR 41.300). For those employees which the executive head of the institution determines shall not be subject to the above-mentioned provisions, the employment conditions which are to be applicable and which are not stated in the Administrative Rules shall be stipulated in the Notice of Appointment.

These appointments shall be made on State System Appointment Forms for Academic Employees on Selected Federal or Foreign Grant Programs. These forms state that such appointments may be terminated without cause upon 30 days written notice and the appointments are subject to termination in the event funds are no longer available for the program. Positions in such programs do not follow University promotion procedures and are not eligible for tenure or sabbatical leave. Information concerning vacation policies are available from the programs. Academic staff employed on such appointments are not eligible to participate or vote in University faculty meetings unless they also hold a regular University appointment, but they have the same voting rights as other academic employees with respect to the program. Classified personnel employed under gifts, grants and contract funds are subject to the laws, rules and procedures for all classified employees.

15.180 Patent Policies and Procedures

(AR 66.020)

Patent Agreements Required of Employees

As a condition of employment the following employees are required to execute an agreement to assign inventions or patent rights:

1. All academic staff members unless exempted by the institutional executive.

2. Those nonacademic staff members whose normal duties would include the performance of research.

3. Other employees as designated by the institutional executive.

(AR 66.030)

Reporting of Inventions

An employee who develops an invention, whether work-related or not, shall report findings to and confer with the institutional patent committee to determine possible patentability of the invention. Disclosure of details of an invention that might jeopardize the patentability shall be delayed until the committee has acted.

(AR 66.040)

Patent Assignment Agreement

At the time an invention is reported to the institutional patent committee, the employee shall enter into a patent assignment agreement with the State Board of Higher Education if it is determined that the invention was developed in the course of the employee's normal duties and/or that institutional facilities or services were used in developing the invention.

(AR 66.050)

Execution of Contracts and Assignments

1. The Vice Chancellor for Administration is to determine the form of an agreement to assign invention and patent rights to be executed by staff members pursuant to 66.020.

2. The Vice Chancellor for Administration is authorized to enter into patent assignment agreements with staff members, subject to conformance with policies approved by the Board.

3. The Vice Chancellor for Administration is authorized to enter into necessary patenting and marketing agreements to secure the evaluation of and maximum benefits from any invention.

4. Upon recommendation of the institutional executive the Vice Chancellor for Administration is authorized to execute a limited release of invention and patent rights to inventors when it has been determined that ownership of such rights does not appear to be of benefit to the state. Such limited release will provide that the inventor(s) may recover reasonable exploitation and patenting costs

15.100 (continued)

of the invention and a sum not to exceed $10,000 out of the first net patent income with the inventor(s) and the Board sharing in the balance of the net patent income as provided in AM 66.000 and 66.050.

(AM 66.000)

Research and Development of Inventions with Outside Organizations

1. In accepting funds from governmental and corporate agencies for research, the institution agrees to abide by the established patent policies of those sponsoring agencies covering such grants.

2. In cases where it appears in the interest of the State Board of Higher Education, the inventor, the institution, and a commercial sponsor, upon recommendation of the institution involved, the State Board of Higher Education may grant rights to the commercial sponsor, including the right to acquire the proprietary interest in and to any invention or patent right thereon, developed during the research sponsored by it.

(AM 66.050)

Inventor's Royalties

In determining the disposition of patent income due consideration to be given to the equity of all parties in the light of all circumstances surrounding the development of a particular patent. In no event shall the patent agreement negotiated with the inventor provide for royalties in excess of 30 percent of the net patent income received by the Board.

Board's Income from Patents

(ORS 351.230) Disposition of revenue; Higher Education Invention Fund. Moneys received by the board as a result of ownership or management of property acquired under ORS 351.220 to 351.250 or of transactions regarding such property shall be credited to a special fund in the State Treasury separate and distinct from the General Fund to be designated "Higher Education Invention Fund" and shall only be applied by the State Board of Higher Education to payment of the agreed share, if any, to assignors, and for the advancement of research or for the acquisition and development of intellectual property, or both. [1953 c.332 §3]

(AM 66.050): The Board's net income from a patent is to be dedicated to the institution of the inventor, subject, however, to the limitation of ORS 351.230. The use of such net income shall be subject to approval of the institutional executive and in harmony with the established budget policy of the State Board of Higher Education.

In distributing patent income at the University of Oregon, the President will give first consideration to the needs of the research and instructional programs of the department from which the particular invention was derived and second consideration to the needs of the school or college administratively responsible for that department. The President may also at his discretion assign funds from said income to instructional support units including libraries, computing centers, museums, and other support units, and to other academic units.

15.105 Copyright Policies

(AM 67.010) It is the policy of the Board to encourage the production and dissemination of copyrightable materials. In practice an individual or group may produce such materials through individual effort or in conjunction with a project having support administered through an institution within the System. The copyrightable results of activities supported to a substantial degree by the Board should be utilized in the manner which will best serve the public interest. This can be accomplished, in some situations, by distribution of material without copyright. In other situations, copyright protection in the name of the Board or its institutions may be desirable during development or as an incentive to promote effective dissemination of such materials. In the latter circumstances, appropriate arrangements for copyright and distribution, including royalty sharing with the author(s), may be authorized upon the recommendation of the institutional executive or his designated representative.

(AM 67.020)

Definitions

1. Copyrightable Material—Includes but is not limited to:

a. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals

b. Lectures, musical or dramatic compositions, and unpublished scripts

c. Films, film strips, charts, transparencies, and other visual aids

d. Video and audio tapes and cassettes

e. Live video or audio broadcasts

f. Programmed instructional materials

g. Computer programs

2. Individual Effort—Individual initiation, not as a specific institutional assignment, and with only incidental use of Board facilities or resources.

3. Board-assisted Individual Effort—Individual effort, but with Board support in the form of significant personnel time, facilities or other Board resources.

4. Sponsored Effort—Institution-assigned effort when one of the purposes of the assignment is the development of copyrightable materials and substantially all of the personnel time, facilities or other resources for the assignment are provided by the Board or a sponsor, such as a federal agency.

5. Net Royalty Income—That amount of gross royalty remaining after required payments to grant or contract sponsor(s).

(AM 67.030)

Determination of Royalties

1. Copyrightable materials developed solely by individual effort should be copyrighted, if at all, in the name of the author(s). All rights, including those to royalties, reside with the author.

2. Copyrightable materials developed by Board-assisted individual effort should be copyrighted, if at all, in the name of the author(s). The costs of Board support for such effort will be agreed upon by the author(s) and the institutional executive or his designated representative, and the author(s) will reimburse the institution for such costs out of royalties received from the copyrighted materials.

3. Copyrightable materials developed under sponsored assignments should be copyrighted, if at all, in the name of the institution or the Board, with appropriate acknowledgement to the author. The grant or contract sponsor may have provided limitations with respect to the disposition of rights in these materials and the institution and author are obligated to adhere to these limitations. Royalty income received from materials copyrighted in the name of the Board or the institution will be deposited

(7.707 continued)

to the Higher Education Income Fund. The net royalty income received by the Board from copyrighted materials must be shared, to the extent permitted by the sponsoring agency other than the Board with the author(s) at a rate to be negotiated but not to exceed 50% of such income. The income received by the Board less the amount distributed, if any, to the author(s) will be distributed to the institution of the author(s) subject to the limitations of ORS 351.256.

In distributing copyright royalty income at the University of Oregon, the President will give first consideration to the needs of the research and instructional programs of the department from which the particular copyrighted material was derived and second consideration to the needs of the school or college administratively responsible for that department. The President may also at the President's discretion assign funds from said income to instructional support units, including libraries, computing centers, museums and other support units, and to other academic units.

(.10 07-74)

Administrative Procedures

1. The executive head of the institution or division is responsible for the administration of the policies and procedures outlined in .10 07-74 through 07-76, including the securing of such releases and/or assignments, as may be necessary for the accomplishment of the aforesaid rules. He may delegate part or all of the responsibility to a Copyright Committee or others as he might deem necessary.

2. To the extent practicable and in the case of a sponsored assignment where copyrightable material may be expected to be produced, affected staff are to be advised of copyright limitations imposed by extra-mural sponsors, if involved, and the institution's attitudes toward copyrighting and royalty sharing with the author(s).

3. Proposed agreements for production and distribution of materials intended to be copyrighted in the name of the institution or Board and for royalty sharing with the author(s), are to be approved by the Board's attorney for legal sufficiency and executed by the Vice Chancellor for Administration or his designee.

13.100 Political Activities in General

(.10 42.230) While there is no prohibition against active participation by employees in the Department of Higher Education in various community and public affairs, it is expected that time given to such activities shall not interfere with the regular duties of the employee concerned. No employee shall take action which might be construed as committing the institution or the Board to a position on public issues.

13.200 Prohibited Political Activities

(ORS 260.432) No public employee shall solicit any money, influence, service or other thing of value or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job during working hours.

(Minutes, State Board of Higher Education, Meeting #.99, page 4) Facilities, equipment, supplies and other resources of institutions (of the Oregon State System of Higher Education) shall not be devoted to partisan political use. This prohibition is not intended to interfere with the traditional use of campus facilities as public forums nor with the political rights of faculty members and students.

1. No dean, department head, or other administrative officer may solicit any money, influence, service, or other valuable thing to aid or promote any political committee or the nomination or election of any person to public office from any person over whom the officer has direct or indirect supervision, or from outside business concerns, agencies or individuals with whom the officer must deal or contract in the performance of the officer's University duties.

2. No staff member or employee may use departmental school or office facilities, equipment, or services to prepare or distribute political material.

3. No staff member or employee may require subordinate staff members or employees to solicit funds on behalf of any person seeking public office.

4. Faculty, staff members, and other employees shall respect the integrity of student governments and the student electoral process. Faculty, staff members, and other employees shall not use or make available University office facilities, equipment, or services to prepare or distribute material relating to student elections.

5. See Memo 9-128 concerning Fund Raising.

6. State funds may not be used for political purposes.

13.210 Service in Legislature

(Article IV-C, Section 8, Oregon Constitution) Notwithstanding the provisions of section 1, article XV and section 10, article XI, of the Constitution of the State of Oregon, a person employed by the State Board of Higher Education, a member of any school board or employee thereof shall be eligible to a seat in the Legislative Assembly and such membership in the Legislative Assembly shall not prevent such person from being employed by the State Board of Higher Education or from being a member or employee of a school board.

13.220 Seeking Public Office

(.10 42.230) In accordance with the Oregon Constitution, it is the policy of the Board to allow employees to seek political office and to serve in the event of election. Before an employee shall become a candidate for any public office, whether such may be a salaried or nonsalaried position, he is required to consult with the executive of his institution.

Political activity shall in no way interfere with the performance of the duties prescribed by the Board and the executives of the institutions. Because the circumstances under which a campaign is conducted vary widely depending on the nature of the election office and the extent of opposition, the determination of whether an employee may continue his full-time duties while campaigning is engaged in a campaign rests with the employee's institutional executive. In the event of election to the State Legislature, an employee normally will be placed on leave of absence without pay during the period of full-time responsibility. If elected to a full-time salaried office, an employee may be placed on leave of absence without pay during the term of office or he may be required to forego his leave privileges.

13.230 Relationship to State Legislature

(ORS 173.230) All communications and negotiations between the state legislature and the various committees and the institutions of higher education shall be carried on through the Department of Higher Education. No administrative official representing any of the agencies mentioned shall appear before the legislature or any committee except upon the written authority of the Board of Higher Education.

(5.230 continued)

[illegible]

[illegible]

1. The Chancellor is authorized to appear before the Legislature in connection with or testify with reference to legislation in the direct representation of the Department or Higher Education. The Chancellor is also authorized to appear from the administrative officers, members of the faculties, or professional persons with representatives of the area there are qualified.

2. The [illegible] administrative officer or any employee person of the Board or any of its respective institutions, [illegible] is permitted to appear before the Legislature or its committees in connection with legislation affecting or relating to matters or to communicate or communicate to and as a representative or agent of any of the respective institutions except as actions authorized of the Board.

3. Nothing in the above regulations shall be construed to prohibit a faculty member, administrative officer or employee person of the Board of its governing [illegible] of citizenship in a personal capacity, nor shall the above regulations be construed to prohibit faculty members, administrative officers, or employee persons from appearing before a legislative committee upon the request of the committee.

4. The above regulations do not forbid a member of the faculty of any of the institutions from making the Legislature with the information for the purpose of furthering the effectiveness of legislative functions.

15.240 Conditions of Service for Graduate Fellows

The Dean of the Graduate School shall [illegible] graduate fellows appointments and [illegible] conditions, [illegible] fellows, the [illegible] titles, eligibility for appointments, duties, and [illegible] of employment [illegible]. The Dean is responsible for developing and maintaining the procedures and changes, in [illegible] regulations rules.

15.250 Physical Education Facilities Privileges

[illegible] faculty or [illegible] physical education facilities are available to staff members for recreational purposes upon payment of a [illegible] fee.

15.260 Classified Research

[illegible] research shall be conducted at the University or with University facilities or equipment. Applications for research grants will not be accepted unless all or any portion of the proposed research is classified, or there is reasonable likelihood that all or any portions of the classified research will become classified in the future. If all or any portion of research within one fiscal year, [illegible] the research will be terminated unless a reasonable time within a reasonable period is made to [illegible] classification.

15.270 Absence of Academic Employee Due to Disability

[illegible] Arrangements to care for the work of a staff member on account of [illegible] illness and a period longer than one month must have the approval of the executive head of the institution.

(Chancellor's Memo, August 28, 1972) [illegible] conditions shall [illegible] with the [illegible] or sick leave for each month employment is [illegible] or through the last month of employment if the employment [illegible] subsequent to July 1, 1972. [illegible] hours are described in Group A, "sick leave plans" of pursuant of the sick leave credit earned option is [illegible].

Procedure for calculating sick leave accrual are subject to [illegible] from the Chancellor and the Board. [illegible] [illegible] and development is [illegible] to the University of [illegible] [illegible] program. [illegible] [illegible] [illegible] [illegible] [illegible] [illegible].

15.280 Maternity Leave

[illegible] [illegible] [illegible] [illegible] [illegible] [

[illegible]

10.300 (continued)

b. Information contained in this file is released subject to conditions stipulated by the candidate at the time of registration.

c. The Career Planning and Placement Service retains the placement file permanently.

8. University Counseling Center Records

a. The University Counseling Center operates in a manner which is consistent with statutory requirements on the privileged nature of communication between counselor and client as prescribed by the act establishing the procedure for licensing of psychologists by the State of Oregon.

b. A client of the University Counseling Center is assured that the client's transactions with the staff are privileged and confidential. All data (e.g. recordings, written reports, and tests) regarding the client will be retained in the Counseling Center. Release of any information from these files is subject to approval of both the counselor and the client, including information regarding whether or not the student is or has been a client. A substantive summary of any report to a third party will be provided the client upon the client's request.

c. The contents of counseling folders shall be destroyed five years after the last consultation.

9. Office of Student Financial Aid Records

a. The student's financial aid record begins with the student's filing of an application for financial aid. Supplemental information includes a financial analysis report (FAF) on the student and the student's family, a record of assistance awarded, and any subsequent application filed by the student.

b. The use of information contained in the financial aid record is limited to the Office of Student Financial Aid and the Business Office. Upon written request of the student, information may be referred or released to another agency or institution.

c. The record is maintained by the Office of Student Financial Aid during the student's enrollment in the University of Oregon and for one year after. Records are retained by the University Archivist for a period of five years after the student leaves the University.

d. The Financial Aid legal documents are maintained by the Business Office until all financial payments are completed.

10. Student Health Center Records

a. Medical records are privileged and confidential. Information found on these records may be released only at the request of the patient. Those diseases, conditions, or injuries which a physician is required by law to report would constitute exception to this policy.

b. A copy of the entrance physical examination and a summary of pertinent information contained in an individual's medical record may be released upon request of the student-patient.

11. Payroll Records

a. A record is maintained by the Business Office of all payments made to students employed by the University.

b. The student employee's payroll record is retained by the Business Office until four years after the student departs from the University and is then transferred to the University Archives for permanent retention.

12. Student Employee Evaluation Records

a. These records contain evaluations of the job performance of the student employed by a school or department.

b. Employee evaluation records are retained in the central files of the employing school or department for no more than seven years after the student departs from the University and shall then be destroyed.

13. University Housing Office Records

a. Housing Applications: Applications submitted by students who wish to reside in dormitories are retained by the Business Office; applications for married student housing are retained by the Married Student Housing Office. Housing applications are retained for one fiscal year after the student leaves the dormitory or married student housing and shall then be destroyed, unless the student has an unpaid account (see Section I.D.2.).

b. Resident Assistant Applications: Applications and supporting documents submitted by students who wish to be employed as Resident Assistants in the dormitories are retained by the Housing Office for one year after the student applies (if the student is not selected) or for one year after the resident assistant's employment is terminated.

B. Records Created and/or Maintained by Instructional Units

1. School or Department Graduate Admissions Folder

a. The school or department graduate admissions folder contains the formal application and all supporting documents submitted by the graduate student for admission to the student's major department.

b. This folder is maintained in the central office of the graduate student's school or major department for no more than seven years after the student departs from the University and is then transferred to the University Archives for permanent retention.

2. Applications for School/Departmental Assistantships, Scholarships or Other Awards

a. This record contains the student's application for a school/departmental assistantship, scholarship, or other award and all supporting documents submitted by the student.

b. If the applicant receives the assistantship, scholarship, or other award, the record is retained in the central office of the school or department for no more than seven years after the student departs from the University and is then transferred to the University Archives for permanent retention.

3. Academic Advising Folder

a. The academic advising folder usually contains a copy of the student's course program, a copy of the student's permanent academic record, grade slips, admissions statement, and consultation notes pertinent to the academic advisor's working relationship with the student.

b. Academic advising folders are maintained in the central office of the student's school or major department for at least one year but no more than seven years after the student departs from the University and shall then be destroyed.

4. Student Employee Evaluation Records

a. These records contain evaluations of the job performance of the student employed by a school or department.

b. Employee evaluation records are retained in the central files of the employing school or department for no more than seven years after the student departs from the University and shall then be destroyed.

5. Student Teaching Records

a. The student teacher's folder contains the student's application, a copy of the student's permanent academic record, and written evaluations of the student's student teaching performance submitted by the student's supervisors.

b. The student teaching record is retained permanently by the College of Education.

6. Class Lists

a. The class list contains the names of all students enrolled in each class.

b. Class lists are retained by the individual faculty member or by the school or department.

7. Final Grade Report (class grade lists)

a. The final grade report is a record of the grades received by all students enrolled in a course.

16.160 (continued)

b. Final grade reports are retained by the school or department. The University Registrar retains one copy of each final grade report permanently.

8. Grade Books and Attendance Records

a. The grade book contains the faculty member's notations of students' progress in the faculty member's class and may contain records of the students' attendance.

b. Grade books and attendance records are retained by the individual faculty member or the department or school for at least seven years after the class was taught.

9. Students' Examinations and Class Papers

a. Examinations, reports, and other class papers may be retained by the faculty member only if the faculty member either:

(1) Communicates to the student the faculty member's intention to retain such papers at the time of assigning them; or

(2) Obtains the consent of the student to retain such papers.

b. All other examinations, reports, and class papers must be returned to the student in such a way as to protect the student's right to confidentiality.

16.170 Faculty Records Policy

1.0 Authority

These regulations concerning faculty records conform to and are governed by, O.R.S. 351.065 and Section 42.700 of the *Administrative Rules* of the State Board of Higher Education.

1.1 Definitions

Directory information is that information generally needed in locating a particular academic staff member, including information found in the *University Catalog, Time Schedule of Classes,* and *Telephone Directory.*

Records of Academic Achievement are limited to information as to the number of credits earned toward a degree or in post-doctoral work, and certificate(s), diploma(s), license(s), and degree(s) received.

Salary information shall include the rate of pay and terms and conditions of employment.

Personal Records are all other records, containing information concerning an academic staff member, apart from those identified above.

Personal records include but are not limited to: information kept by the University, college or school, department or division concerning an academic staff member and furnished by the staff member or by others at the University's, college or school's, department or division's or at the staff member's request, including but not limited to information as to discipline, counseling, membership activity, other behavioral records, professional preparation and experience, professional performance (e.g., assignment and work-load, quality of teaching, research, and service to the institution), personnel data relating to such matters as promotions, tenure, leaves, retirement credits and the like, and professional activities external to the institution, including but not limited to, awards, recognition, research activity, or travel.

1.2 Faculty Records—Restrictions on Use

(a) Directory Information, Records of Academic Achievement, and Salary Information, as defined in Section 1.1, may be released upon request and without the academic staff member's consent.

(b) Personal records, as defined in Section 1.1, are hereby designated as confidential and subject to restricted access as hereinafter set forth in Sections 1.4, 1.5, 1.6, and 1.7.

1.3 Faculty Records—Restrictions on Contents

(a) Only such records as are demonstrably and substantially relevant to the educational and related purposes of the University, college or school, division or department, shall be generated and maintained.

(b) No academic staff member shall be required to give—although the staff member may voluntarily provide—information as to race, religion, sex, political affiliation or preferences, except as required by valid state or federal laws, rules, regulations, or orders. In those instances in which the academic staff member is asked for such self-designation for any purpose (including federal requests for information), the request shall state the purpose of the inquiry and shall inform the individual of the right to decline to respond. Except as the academic staff member makes the foregoing information available, there shall be no designation in faculty personal records as to the academic staff member's race, religion, sex, or political affiliation.

1.4 Personal Records—Restrictions on Access

(a) Personal records (except privileged psychological and medical records*) shall be available only to University personnel who have a demonstrably legitimate need for particular information in order to fulfill their official, professional responsibilities. Such personnel shall include, but not be limited to, the President, Vice-Presidents, Deans, Department Heads, and members of the University, college or school, and departmental committees.

(b) Contents of personal records shall also be available to the academic staff member who is the subject of the records as herein provided, in Section 1.5, and for research purposes as provided in Section 1.6.

(c) Personal records may not be released to any other person or agency without the academic staff member's written consent, unless upon receipt of a valid subpoena or other court order or process or as required by valid state or federal laws, rules, regulations, or orders.

(d) Upon receipt of a subpoena or other court order or process seeking access to faculty personal records, the recipient, if legally permissible, must take reasonable efforts to notify the subject academic staff member and must notify the President or his designated representative prior to any institutional responses. The latter will determine whether or not appropriate University or State Board of Higher Education personnel should appear in court to test the validity of the subpoena or court order or process.

(e) The appropriate Vice President shall have the authority to determine the legitimacy of any disputed request for access to the personal records of a faculty member.

1.5 Personal Records—Access by Subject Faculty Member. Closed files, as provided in the *Administrative Rules.*

(a) Each individual academic staff member's personal records, as defined in Section 1.1, designated as confidential in Section 1.2, and maintained according to Section 1.8 of these Regulations, with the exception of that portion hereinafter defined as closed, shall be available to the subject academic staff member for inspection or copying, at a reasonable time and place, upon request to the custodian of such records.

(b) The closed portion of an academic staff member's personal records shall consist of evaluative statements by individuals supplied to the University, college or school, division or department, either at the request of the academic staff member or at the request of the President, or a Vice President, Dean, Division or Department Head, concerning the subject academic staff member's teaching or other professional performance, scholarship, or service, and supplied with the understanding that the substance of the evaluative statement will be available to the subject academic staff member upon request, but that the identity of the evaluator cannot be revealed to the subject academic staff member.

(c) Upon the request of the subject academic staff member, the appropriate Vice President, Dean, or Department Head shall disclose to the subject academic staff member the substance of the evaluative statements in the closed portion of his or her personal

* Which are subject also to additional restrictions on access.

16.170 (continued)

records, keeping the identity of the evaluators confidential. The verbatim language of each evaluative statement must be disclosed to the extent possible without jeopardizing the confidentiality of the evaluator's identity. The academic staff member shall be offered the opportunity to enter into the closed portion of the personal records a rebuttal, refutation, or explanation of any such evaluative statements. Should the academic staff member request it, a three-person subcommittee of the Faculty Personnel Committee will be asked to examine the contents of the academic staff member's closed personal records to verify that the staff member has been given the substance of all statements therein, and, if not, they shall provide the subject academic staff member with a statement of the substance thereof.

(d) A copy of the regular written evaluation of the academic staff member made by the supervising administrative officer, shall be given to the academic staff member, and a copy of the evaluative statement, duly signed by the academic staff member signifying that the staff member has been given a copy thereof shall be placed in the academic staff member's personal records. Each such regular written evaluation shall contain or have attached to it a statement to the effect that, (i) at the academic staff member's option the evaluative statement may be discussed with the evaluating administrator and that, (ii) the substance of any confidential evaluative statements in the closed portion of personal records shall be made available to the academic staff member upon request and that, (iii) the academic staff member may have entered into the staff member's personal records a rebuttal, refutation, or explanation of any regular written evaluation or any confidential evaluative statement therein.

1.6 Personal Records—Access for Research Purposes

Information about academic staff members for research purposes may be provided, contingent upon the existence of adequate provisions to conceal from the person(s) doing the research, the identity of the individual academic staff members whose personal data or information are being included in the research. If the confidentiality of faculty personal records would be jeopardized in any way by the release of the information for research purposes, the written consent of the academic staff member must be obtained prior to the release of information. All such requests for information must be submitted to the Vice President for Academic Affairs and Provost, who will obtain the approval of the appropriate faculty committee on human research before releasing any information from personal records for research purposes.

1.7 Personal Records—Location and Custody

(a) All faculty personal* records shall be kept within the Vice Presidential, College or School, division or department, offices in which they are utilized.

(b) Each Vice President, Dean, Director or Department Head shall be the official custodian of the personal records contained within the operating unit, unless another person is specifically designated, in writing, by such Vice President, Dean, Director or Department Head, to assume his responsibility.

(c) The custodian of personal records shall maintain them in a manner which shall insure their confidentiality and security.

(d) Any person, including administrative and clerical personnel, seeking access to personal records for authorized purposes, shall first secure the consent of the custodian.

1.8 Personal Records—Permanence, Duplication, and Disposal

(a) The individual academic staff member's personal record shall be maintained only for the minimum period of time required to serve the basic official functions of the office which generates and maintains it.

(b) The permanent retention of faculty personal records shall be limited to those which the President, the University Archivist, or the State Archivist shall determine to be of long-range value to the individual academic staff member, to the University, or to the public.

(c) Duplication of permanent faculty personal records shall be permitted only when such records are required to serve the official functions of the office which maintains them and when the custodian has given his consent.

(d) Duplicate permanent records, evaluative statements and other similar personal records not designated for permanent retention shall not be maintained for a period longer than ten years without the approval of the President or the President's designee. All such records which have been maintained for a period of twenty years shall be disposed of in such a manner as to protect their confidentiality.

16.180 Smoking in University Facilities

Smoking is prohibited in all classrooms except in small seminar-type classes of 20 or fewer students when a class poll shows neither the instructor nor any of the students object to smoking in the class. This ruling also applies to the affected classroom area for the time between class sessions.

Smoking is prohibited in all campus areas where "No Smoking" signs have been posted by the Physical Plant for safety reasons.

Smoking is prohibited in all public gatherings such as movies, lectures, and concerts in campus buildings. It is also prohibited in school and college meetings.

Smoking is prohibited in all public places in the Erb Memorial Union except in designated areas. The Director of the Erb Memorial Union or the Director's designee is hereby delegated authority to specify such areas.

Smoking may be permitted in any private office at the discretion of the assigned occupant.

Section 17.000 Student Enrollment and Activities

17.010 Admissions Requirements

Policies concerning admissions requirements and residence classification are in Chapter 30 of the State System *Administrative Rules*.

17.020 Student Government

Student Government constitution and bylaws, and activity regulations, are printed in the *Student Handbook*, published annually by the Office of Student Services, and are incorporated herein by reference.

17.030 Student Eligibility for Activities

1. A student who is suspended or expelled from the University or who is disqualified for enrollment by the Scholastic Deficiency Committee or Admissions Office is denied all privileges of student status at the University.

2. No student may participate in intercollegiate athletic competition unless he has been certified eligible by the Faculty Athletic Representative. A student is automatically ineligible for any such certification unless the student is currently enrolled as a regular student in good standing carrying at least 12 term hours of work. (A light load is permitted seniors and graduate students in their final term of enrollment, if conferral of the degree will not be delayed.) The rules of the National Collegiate Athletic Association and of the Pacific-8 Conference govern in questions of athletic eligibility.

* Except for privileged medical and psychological records.

17.030 (continued)

3. To be eligible for holding office in the ASUO, students shall be registered in the University on the Eugene campus. All elective and appointive officers and candidates for election shall meet such academic requirements as are or shall be set forth in the ASUO Constitution or By-Laws in the form in which they are filed with the President of the University. No student shall be eligible as a candidate for office or to hold office unless certified by the director of the Erb Memorial Union as having met all the above requirements. The ASUO shall notify the President of the University prior to the effective date of any changes in eligibility requirements.

4. Officers of all registered and of all recognized student organizations of the University of Oregon must be members of the University community (students, faculty, staff, and members of their immediate families) and meet any additional requirements set by the Associated Students of the University of Oregon.

(Above approved by a meeting of the faculty on June 7, 1972).

17.040 Student Incidental Fees

(State Board Minutes, Meeting #392-90) The duly organized and recognized student government at each institution shall appoint and delegate student representatives to meet with each institutional executive for the formulation of guidelines and procedures to be followed at that institution in the budgeting, allocation, and amount of incidental fee income derived at such institution. The guidelines and procedures shall be subject to approval by the State Board of Higher Education.

Pursuant to the above policy adopted by the Board, a University of Oregon Incidental Fee Committee Report setting forth guidelines and procedures to be followed at the University in the budgeting, allocation, and amount of incidental fee income derived at the University was approved by the Board and appears in State Board Minutes, Meeting #396-122.

17.050 Intercollegiate Athletics

A policy statement concerning the Department of Intercollegiate Athletics has been adopted by the University and is available from the department. It is incorporated herein by reference.

17.060 Student Medical Leave

1. Voluntary Leave

If a student requests that the student be placed on medical leave from the University and presents a recommendation to that effect from a physician or psychiatrist, the Dean of Student Personnel Services or the Dean's representative will request the Director of the Student Health Center to evaluate the information pertinent to the student's request. Upon the affirmative written recommendation of the Director of the Student Health Center, the Dean of Student Personnel Services shall immediately grant the student's request.

2. Transfer to Institutional Care

If a physician or psychiatrist on the staff of the Student Health Center determines the action is warranted, such physician or psychiatrist shall act as the representative of the University in emergency cases requiring immediate action to transfer a student pursuant to Oregon laws, to an appropriate community or state health agency. Under such circumstances, the student shall be placed on medical leave from the University.

3. Provision for Mandatory Leave

The following procedures shall be followed when the Dean of Student Personnel Services has reason to believe that a student may have a serious medical or mental health disability which substantially threatens the welfare of the individual, other members of the University community or the educational processes of the institution:

a. Request for Evaluation

The Dean of Student Personnel Services, or the Dean's representative, will request the student promptly to seek appropriate professional assistance and evaluation. A professional evaluation of the student shall be conducted by a private physician or psychiatrist selected by the student or by a physician or psychiatrist on the staff of the Student Health Center. The physician shall then forward a written evaluation to the Director of the Student Health Center regarding the nature of any substantial threat to the welfare of the individual, other members of the University community, or the educational processes of the University. The report shall also contain a recommendation concerning the necessity for medical leave for the student.

b. Refusal of Assistance

If, after request by the Dean of Student Personnel Services, or his representative, the student refuses to consult with a physician or psychiatrist, the Dean will, if practicable, request cooperation and assistance from the student's family in order to persuade the student to seek appropriate professional assistance and evaluation from a physician or psychiatrist.

c. Report to Director of Student Health Center

If this assistance from the student's family is not obtained, or if the student takes no effective action to seek appropriate professional assistance and evaluation from a physician or psychiatrist, the Dean of Student Personnel Services shall so advise the Director of the Student Health Center. This report shall contain the following:

(1) A recommendation by the Dean concerning the need for the student to be placed on medical leave;

(2) A summary of the steps the Dean and other persons have taken with respect to the medical leave for the student; and

(3) A list of names of persons who have pertinent knowledge concerning the need to place the student on medical leave.

d. Evaluation Conference Requirements

The Director of the Student Health Center may confer with or request written recommendations from other persons whom he believes may possess knowledge relevant to the determination of the necessity for medical leave. Following consideration of such materials, the Director of the Student Health Center shall:

(1) Set a date and time for a conference at which the Director will make the Director's final determination concerning the necessity for placing the student on medical leave.

(2) Notify legal counsel to the University or the Oregon State Board of Higher Education of the pendency of the Director's determination; and

(3) Notify the affected student in writing as provided in section e. below.

e. Contents of Notice to Student

The Director of the Student Health Center shall notify the student in writing that the Director has received a recommendation from the Dean of Student Personnel Services concerning the need for medical leave for the student. The letter of notification shall include the following:

(1) The date, time, and place at which the Director of the Student Health Center will make the Director's final determination concerning the need for the student to be placed on medical leave.

(2) A statement of the criteria warranting a determination of the necessity for medical leave: a medical or mental health condition that substantially threatens the welfare of the individual, other members of the University community, or the educational processes of the institution.

(3) An invitation to the student to attend the conference, to present evidence bearing on the determination, and to be accompanied by a personal representative of his or her choice.

17.000 (continued)

(4) An invitation to the student to request information and recommendations in writing from other persons possessing knowledge of his condition, and, where relevant to the final determination of the Director, to request their appearance at the conference.

f. Conduct of Conference for Medical Determination

At the conference convened pursuant to this notice, the Director of the Student Health Center shall refer to reports and recommendations and hear the evidence in an order determined by him to be best suited to the requirements of his ultimate medical determination. The Director is empowered to request further independent medical or psychiatric examinations of the student which may be relevant to the determination.

g. Proceedings Under ORS 183

In any circumstances in which the proceedings for determination of the necessity for medical leave might be required by law to be conducted in accordance with the provisions of ORS Chapter 183 rather than through the conference as provided in subsection e above, the Director of the Student Health Service is authorized as follows:

(1) To obtain the appropriate assistance and advice of legal counsel in his rulings on evidence and findings of fact;

(2) To hear and determine the case and to enter the final order as provided by law;

(3) To appoint an independent physician or psychiatrist to examine the student at the expense of the University and provide the Director with an independent evaluation;

(4) To require that the student submit to such independent examination as a condition of the hearing and of any right to further attendance at the institution.

h. Determination of Director

(1) If, following the conference in subsection f, or any proceedings required by subsection g, above, the Director of the Student Health Center determines that the student's medical or psychiatric condition does not substantially threaten the welfare of the individual, of other members of the University community or the educational processes of the institution, the Director will so inform the student and the Dean of Student Personnel Services in writing, and no further action will be taken.

(2) If, following the proceedings in subsection f or g above, the Director of the Student Health Center determines that the student's medical or psychiatric condition substantially threatens the welfare of the individual, of other members of the University community or of the educational processes of the institution, he will so inform the student and the Dean of Student Personnel Services in writing, and the student will be notified and placed on medical leave by the Director of the Student Health Center.

i. Finality of Determination

Any determinations made by the Director of the Student Health Center pursuant to these procedures shall be final, except that a student may appeal to the Vice President for Student Services to order the determination reopened in any case where evidence of a prejudicial procedural error is established.

j. University Duties of Refund and Notification

If a student is placed on medical leave from the University, the Dean of Student Personnel Services shall instruct the Registrar to withdraw the student immediately and to initiate the appropriate tuition and fee refund, and will attempt to notify the family.

k. Notification of Conditions of Return

If a student is placed on medical leave from the University, the Dean of Student Personnel Services will inform the student in writing that the student may return to the University at a later date after the Director of the Student Health Center certifies that the conditions giving rise to the Director's determination that medical leave was required are no longer present.

l. Conditional Guarantee of Return

A student who returns from medical leave is guaranteed reenrollment in the University provided scholastic and other academic qualifications are met. Quota restrictions or enrollment limitations shall not bar such a student from enrollment.

m. Delegation of Authority

The President of the University hereby delegates to the Vice President for Student Services, the Dean of Student Personnel Services, the Director of the Student Health Center and their designees the authority to conduct the proceedings and render the determinations as specified herein.

17.070 Overdue Debts

(AR 02.065) The Office of Administration shall establish or approve procedures to be followed by institutions and other business offices to assure diligence of efforts to collect on accounts and notes receivable, including, where appropriate, the withholding of student transcripts, cancellation of registration, or denial of graduation.

Section 18.000 Facilities and Services

18.010 Use of Property for Private Purposes

(AR 71.006) Institutional property of whatever kind is intended for institutional use and not for private purposes.

18.020 Approval and Scheduling Use of Facilities

The office of the Registrar is the scheduling office for space in University buildings for scheduled classes.

The office of the Director of the Erb Memorial Union is the scheduling office for space in University buildings for non-class purposes, and is the registration office for student and student groups.

Procedures for student, academic, and administrative use of outdoor space on the University campus are printed in the *Student Handbook*.

18.030 Use of Facilities, Generally

1. Users must schedule facilities in advance with the scheduling office, providing reasonable advance notice.

2. All health, safety, fire, and other regulations must be observed.

3. Additional costs incurred by janitorial or other services must be reimbursed to the University.

4. Any user may be required by the Office of Business Affairs to render the University safe and secure from all claims of damage or liability by posting a bond or by other means.

5. Scheduled activities must not disrupt or interfere with classes or other scheduled activities.

6. Any user may be required by the scheduling office to meet other additional conditions necessitated by the nature of the requested use.

7. Use of facilities does not in any way imply that the University endorses, encourages, or approves the purposes of the users.

18.040 Use of Facilities by University Organizations

Any registered employee group or any registered or recognized student group may schedule, sponsor, or hold activities utilizing facilities of the University, including properties, buildings, grounds, mailing services, or bulletin boards of the University, provided that conditions of use are met.

18.000 Use of Facilities by Non-University Organizations

OAR 71.2(8): The various institutions in the State Department of Higher Education normally shall not make available the buildings and other facilities of these institutions to outside organizations. Exceptions to this policy shall be approved by the institutional executive. Exceptions will be made only in case of community, regional, or state gatherings where no admission fee is charged or where the using organization is a governmental agency or public body. The benefiting organization in all instances will be expected to meet any normal expenses such as janitorial, policing, and other overhead expenses.

Tax-supported facilities should not be used in ways to create unfair competition with individuals or businesses operating in the private economy. Therefore, permission for the use of University facilities may be granted only where a clear showing can be made to whatever that use is essential and that an comparable satisfactory facility is available in the private economy. Permission may be granted if the organization requesting use of facilities desires to sponsor an event from which the net proceeds will accrue to the University, or to a non-profit, non-commercial civic or charitable group.

18.050 Legal Liability

Use of University facilities does not in any way relieve the users from full legal liability for violation of law or infringement of the rights of others.

18.070 Lease of Retail Space

OAR 71.2(8): Space in institutional buildings and structures are to be made available on a continuing basis for retail sales or services only when the institution has established that an educational purpose or need would be served by such action.

18.080 Use of Facilities of Erb Memorial Union

The Erb Memorial Union is limited to use by University of Oregon students, faculty, and staff. Individuals not members of any of these groups are welcome as guests provided that they abide by the policies of the Erb Memorial Union, the University of Oregon Code of Student Conduct, the laws of the City of Eugene, and the laws of the State of Oregon. Guest privileges may be revoked and student, faculty, and staff privileges suspended at any time by the Erb Memorial Union staff for violation of any of the above. If violators fail to leave the premises upon request, are privileges may be revoked or suspended and the violators may be cited and prosecuted under the ordinances of the City of Eugene and Oregon Revised Statutes, including Section 164.805. Any person may appeal to the Student Administration Board whenever that person feels that person's privileges have been unjustly revoked or suspended. Copies of the Erb Memorial Union policies are available at the Union.

18.090 Use of Facilities of Department of Intercollegiate Athletics

Policies governing use of facilities under the jurisdiction of the Department of Intercollegiate Athletics are available from the department. Events must be scheduled and/or approved at the scheduling office at the Erb Memorial Union to ensure that the date of an event will not conflict with other previously scheduled programs. Regardless of whether or not rental is being charged for use of an Athletic Department facility, a contract for permission to use the facility must be signed by a responsible officer of the organization, group, or department desiring to use the facility. Events may not be formally scheduled until the contract has been signed. Users of the Hilton Courts are required to indemnify the Fire Marshal of the City of Eugene that they have accepted full responsibility for minor adherence to the fire laws and code of the State of Oregon. Information concerning rental and users fees is available from the department.

18.100 Purchasing

OAR 41.020: All purchases of supplies, materials, equipment, and services other than personal shall be made in conformity with regulations of the Department of Executive Services according to provisions of ORS 279.730 to 279.740.

OAR 41.030: Individuals are not permitted to purchase supplies or equipment through the requisitioning for personal use.

OAR 41.040: Books and supplies shall not be sold to students by staff members unless specifically authorized by the institutional business office.

OAR 41.050: Books and periodicals are ordinarily purchased from library funds, and only such books and periodicals as are used as laboratories or office manuals may be purchased from departmental, contract, or grant funds.

In the University orders for books of less than $50 are to be ordered by purchase order through the University Bookstore. Invoices are to be forwarded to the requisitioning office for payment. The Bookstore will send the Library a copy of the purchase order at the time the order is received and a copy of the invoice when it is prepared.

18.110 Audiovisual and Photographic Equipment and Service

1. The use of sound amplification equipment on campus is governed by the policies of the Student Administration Board and the ordinances of the City of Eugene, and must not disrupt classes or University activities.

2. All arrangements for the recording of public events should be coordinated through the Audiovisual Media Center.

3. Unless authorized by the business office, audiovisual and photographic equipment should be purchased through the Audiovisual Media Center and the Photographic Service. When audiovisual equipment is to be purchased from departmental funds, the funds will be transferred to the Audiovisual Media Center, which will process the purchase. Where special grant or contract funds are involved in the purchase of equipment, departments may requisition such equipment directly through the business office. However, prior to placing orders, departments are urged to take advantage of and make full use of the consultative services available in the Audiovisual Media Center, or the Division of Broadcast Services in the case of television equipment items, in order to achieve purchasing economy compatible with the usability of the equipment desired. Maintenance, repair, and necessary removal of equipment purchased on special grant funds are the responsibility of the purchasing department as long as any records under the inventory control of that department. Where feasible, the Audiovisual Media Center or the Division of Broadcast Services may be called upon to repair such equipment on a reimbursable basis by the department concerned. Upon termination of the research project for which purchased, the equipment will become a part of the general pool for reassignment to meet other needs of the University.

18.120 Sale, Lease and Disposition of Property and Equipment

Policies about disposition of property and equipment are outlined in Section 71.040 of the State System Administrative Rules. Addi-

(4.120 Continued)

listed regulations concerning disposition of property and materials are available from the University Department of Business Affairs.

4.130 Student Housing Facilities

Policies about student housing facilities are outlined in Section 8.240 of the State System Administrative Rules.

4.140 Student Health Service

(1/8) 4.140. Student Health Service facilities are not available to staff members.

Other policies about student health services are outlined in Section 8.240 of the State System Administrative Rules.

4.150 Legal Services

(1/8/2000) The Oregon Department of Justice provides all legal services for the Department of Higher Education. Requests for legal services, including opinions, may be addressed to the attorney general or to the assistant attorney general serving as chief counsel to the Department of Higher Education. The Chancellor may designate three other, in addition to the Board, to so petition. Staff be authorized to make such requests for legal services in behalf of the Department of Higher Education.

In the University requests for legal services may be addressed to the Attorney General's office only by the President and by other persons designated by the President. Requests for advice from the Assistant to the President for Legal Affairs should be made only through the Vice President or the Executive Dean.

4.160 Mail and Delivery Services

University mail delivery and addressing services are available only to University departments and committees, registered student groups, and registered co-sponsored student groups. These services are not available to non-University organizations or persons, or to University employees or students in connection with their conduct of private business, private activities, or political activities. Information concerning these services and use of bulk mailing permits is available from the Distribution Center.

4.170 Use of University Seal and Letterhead

The University seal may be used only for purposes which will promote the goals and services of the University. The University letterhead shall be of standard format and may be used only for University business. Requests concerning use of the seal or letterhead, or concerning deviations in format of the letterhead, should be made to the Office of University Relations, which is responsible for the seal and letterhead.

4.180 Vending Machines

Applications for the installation of all vending machines shall be reviewed by the Director of the Unit Financial Center, who will consult with the Physical Plant and the Office of Business Affairs. Policies concerning distribution of vending machine services are available from the Office of Business Affairs.

4.190 Traffic Control and Parking

Policies about traffic control and parking are outlined in Chapter 12 of the State System Administrative Rules. University traffic and parking regulations are issued by the Physical Plant. Parking permits are available through the Office of Campus Security.

4.200 Use of Computers by Non-University Agencies (Adopted May 8, 1975 by the Interinstitutional Committee on Computer Activities)

Use of computers belonging to the Oregon State System of Higher Education by outside agencies shall conform to the following principles:

1. Education of students or university usage is unaffected by the acquisition of new work from outside agencies and by the provision.

2. Universities and other bodies in design and all implementation of new techniques. Continuing advancement in the business components of new computer technologies will take is facilitated by demonstrations and trial of it. By computing facilities of our colleges and universities is.

3. The Oregon System of Higher Education has a [illegible] objective of service to the state. Acquisition of our unique computing services and efforts has available use by [illegible] worthwhile service.

4. Use of computing facilities of the colleges and universities is projected for the benefit of the colleges and universities and subordinate to outside agencies or users. Outside computer service to the colleges and universities should be avoided.

5. The colleges and universities should not enter into competition with private computing facilities.

Except as their immediate use of computers of the [illegible] and universities by outside agencies is permitted under the following conditions:

1. The outside use of the computer does not conflict [illegible] achievement of the educational objectives of the Oregon State System of Higher Education.

2. The service provided is outside users do not [illegible] with private industry or will affect [illegible] computer[illegible] installation not available.

3. Charges are made to outside users and fully [illegible] those made to private firms for providing [illegible] services and are less than the cost to the [illegible].

4. The governmental agency must make [illegible] only be justified without regard to conditions 2 or 3 [illegible] judgment of the parties concerned, provided [illegible] computing service problems and difficulties of the [illegible] agency.

4.210 Naming of Facilities

(1/8/2000) Proposals for naming or renaming [illegible] State System of Higher Education shall be passed [illegible] Board after a thorough review. Proposals may be considered [illegible] a donor contributes a substantial share of the cost [illegible] consideration of the academic significance [illegible].

Recommendations for naming University buildings or an [illegible] after persons or organizations may be presented by the [illegible] President. If exceptions to the policy in 4.210 [illegible] the recommendation should state the basis considered [illegible] personality exercising such recommendations for naming [illegible] or facilities within University buildings or grounds [illegible] ties of organizations may also be submitted to the [illegible] President. Such names or persons may be named after [illegible] living or staff or deceased persons but normally only one or [illegible] after faculty members until at least one year [illegible] death unless an exceptional circumstance exists. The President [illegible] submit recommendations to or concerning the naming [illegible] consideration to the President. Decisions, with the [illegible] President and other appropriate to the State Board.

4.220 Free Speech Policies

The Free Speech Policies adopted on the 31st [illegible] 1970 remain [illegible] part of any plan for any person or [illegible] the campus of the public. However, the right of free speech [illegible] not upon the speaker to use legal action if the [illegible] unlawful is found to violate the legal rights of others. [illegible] Free Speech Policies does not prevent orderly management [illegible] legal action. The decision on the right to speak is the [illegible] the speaker to make the speaker's statement. Shall the [illegible]